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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff, Office of Logistics

DATE: 18 January 1963

FROM : Acting Chief, Printing Services Division,
Office of Logistics

SUBJECT: Report of Objectives and Accomplishments

REFERENCES: (a) LI 5-500-6 dated 14 January 1958

(b) Memorandum dated 26 December 1962 from Chief, Administrative Staff, OL, to Chief, Printing Services Division, OL,
Subject: Same as above

1. The following comments on accomplishments and objectives of the Printing Services Division are submitted as required in above references:

a. Objectives not completed as of 1 January 1963.

af (1) To obtain through research and development a dimensionally stable map paper. The Printing Services Division has been unable to solve this problem, and since the paper industry is constantly searching for improvements, it has been decided to wait until the industry comes up with the answer.

af (2) To continue investigation of new methods and processes to increase production and economy in the Division. The "Think Sessions" mentioned in our last report have helped effect many improvements, especially in facilitating better assignment of work to particular plants, acquisition of more efficient equipment, better exchange of ideas for improvements in methods, and pooling of technical knowledge. It is planned to continue these sessions.

af (3) To investigate the utilization of mechanical means to compare perforated tape with original manuscript in order to eliminate errors from type and thus reduce proofreading problems. Investigation of various phases of this problem have led PSD technicians into an entirely new concept in the production of printed material. Explanation of this may be found under paragraph c (1).

(4) To install humidity control in the Press and Platemaking rooms in the South Building plant. A change in the location of the outdoor cooling elements of the system requires a different type of equipment. Completion of this project is dependent upon the delivery of this altered equipment.

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ohj (5) To review methods of printing the FBIS daily publications in order to improve quality and production time. An entirely new approach to this problem by PSD technicians, in cooperation with officials of FBID, will substitute offset printing for the present mimeograph method. A pilot program is now being implemented which will use the presently furnished teletype printout coming into FBID, and after preliminary editing, FBIS operators--using Friden tape-producing machines--will produce a control tape and a typed copy. This copy will be given a final editing, the tape corrected and an error-free tape produced which will actuate a Flexowriter which produces a printed offset master in a 9-point type. This will allow twice the amount of printed information to the page than is now possible on the 8"x10 $\frac{1}{2}$ " mimeograph page. These masters will be printed, face and back, in 4-page signatures on special presses. New bindery equipment will then collate, fold, and stitch the final books in one operation. If the pilot program proves this method to be feasible, a request will be made for funds with which to purchase the necessary equipment. Annual savings of approximately \$42,000 in cost of paper and a reduction in cost of operating personnel in the amount of \$20,000 are expected to result from the changeover. The printed publications will also effect a savings in distribution costs because of the reduction in the number of pages and the weight. It is hoped that the entire program will be underway within the next six months.

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mar ohj (6) To expand the use of photographic composition, particularly in connection with Monotype tables. Investigation of this problem has become a part of the new concept in printing techniques as mentioned in paragraph c (2).

ohj (7) To secure approval for a reorganization of the Division to provide a more uniform setup, with better utilization of manpower and money. The Salary and Wage Division of the Office of Personnel, is expected to complete its classification survey by 31 January 1963, which will then complete the reorganization which was effected in April of 1962.

ohj (8) To investigate the rapidly developing use of computers for graphic arts and their effect on Agency printing. As mentioned in paragraph (3) above, this objective becomes an integral part of a new study which is listed under paragraph c (1).

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(9) To install a testing facility within the Division to test supplies before acceptance. Some progress is being made on this objective and efforts will be continued to fully accomplish it.

b. Accomplishments.

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(1) PSD technicians have designed and had built a rotary device which collates, stitches and, by means of electronic programming, sorts for dissemination the various CS and OO intelligence reports. This equipment, together with the establishment of a small second shift in Plant No. 3, continues to facilitate the handling of reports with a decided reduction in manpower. Printing and dissemination of CS intelligence reports has been on an 8-hour basis for some time as the result of production improvements in this operation.

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(2) The movement and rearrangement of Plant No. 2 *Sauhl* has been completed. The consolidation of these facilities has proven beneficial in more efficient operation of the plant.

(3) A third tandem press has been installed in Plant No. 3 and is being used in the production of CS and OO intelligence reports, and other types of face and back printing.

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(4) The Daily Press Clipping job has been transferred from the [] This has resulted in a savings in transit time. A new rotary collating machine now collates and stitches this job in approximately one-half the time formerly needed. 25X1

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(5) The system of 3-color process printing of maps in our OCI plant has been in operation for some time and shows a decided improvement in printing quality and savings in man-hours. Plant No. 2 has used this system previously and with the completion of new color books, the system will become universal throughout the Division.

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(6) Following discussion with the Xerox Corporation, agreement has been reached for permanently stationing one of their maintenance men at Headquarters to service Xerox equipment of the Agency.

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(7) One of the Division's platemakers, while experimenting with commercially available plate coatings, has discovered a simplified method of making plates for offset printing using the "continuous tone method". This has

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been a goal of PSD (and the entire printing industry) for many years. Sample printing has been done and plans are being made to present this very significant breakthrough to the Joint Committee on Printing. It is difficult to evaluate this discovery but PSD technicians believe it will improve the quality of intelligence printing tremendously and will simplify printing techniques.

(8) PSD has given technical assistance to the Office of Security in the establishment of a new passport photographing facility. The Division has initiated procedures for processing of these photographs.

c. Objectives.

(1) The new concept in printing procedures mentioned in paragraph a (3) is based on the production of error-free tape which will be furnished to PSD by the customer. This involves existing equipment now on the market and modified apparatus which can be obtained. The system involves many complicated procedures already spelled out in staff studies but overall benefits can be most effective in speeding up the present system of hot metal composition and its method of processing. Successful completion of these procedures could well affect most of the printing now done by PSD.

(2) Dependent upon successful completion of the above objective, studies now in process indicate that the above-mentioned customer furnished error-free tape can also be used to operate photocomposing equipment. The use of photocomposition in printing has many advantages over hot metal composition--especially since almost all of the printing is now done by the offset process. Many problems are involved in this new approach but PSD feels that the ultimate benefits will be well worth the effort.

Since these two objectives involve many complicated studies and tests, they are the main objectives of PSD at the present time.



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